

MAVEA Maine Learning Results/Curriculum Integration Project
Student Information System (SIS) – Administrative Help Manual

Record Student Attendance click Button B

2. Enter date you want to record absences/tardies

3. Select Course

5. Absence/Late Boxes

4. Select Student

1. Click new record ▶ *

School Date: Monday, October 01, 2001

View / Enter Records for THIS DATE

Remarks

Sort By Name

Pick Student By Course: Health Science Careers

	Absent	Late
	AM	PM
Absent: Delete, Alta-67	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Absent: Clooney, George-54	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Absent: [Empty]	<input type="checkbox"/>	<input type="checkbox"/>

Record: 2 of 2

Record: 1 of 6

Screen at Button B – as it appears after clicking on View/Enter records

To Record Attendance for a Date

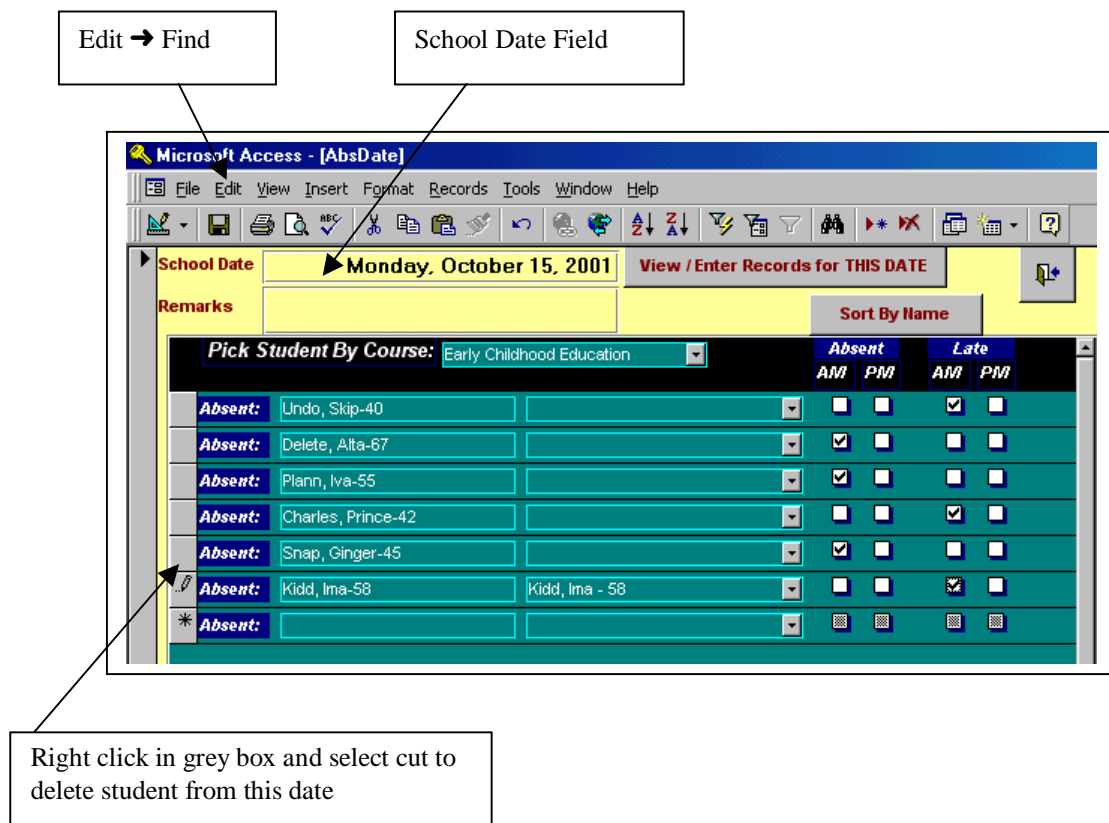
- ◆ 1. Click new record ▶ * at bottom of screen [note: it's the very bottom new record button ▶ *]
- ◆ 2. Enter the date in School Date field for which you wish to record data.
Command control ; will enter today's date – or, for example, you can type 10/9 or Oct 9 – date will display as Tuesday, October 9, 2001
- ◆ 3. Select Course from pull down menu.
- ◆ 4. Select Student from pull down menu.
- ◆ 5. Click appropriate absence or late box.
- ◆ REPEAT steps 5-6 until you've entered all student absences/tardies for the date selected.

To Correct Errors or Omissions in Attendance for an already-recorded Day – see page A-6

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Correct Student Attendance for a specific date – click Button B

- ◆ Put cursor in School Date Field
- ◆ Go to Edit on Access Menu → Click on Find [NOTE in Access 2000 make sure “Search Fields as Formatted” option box is not checked] → Enter date for which you want to correct data in the dialog box that appears → Click “Find Next” and the date will appear in school date field → Close the Find Box → Click on View/Enter Records for this date
- ◆ To add a student to the absence/late report for the date selected – follow steps 4-5-6 as described in enter attendance directions
- ◆ To correct info about a student already entered for the selected date – Click or Unclick absence/late boxes
- ◆ To remove a student from the report for the selected date – Click mouse in the grey box at the right of the students name → Right Click → select Cut → say OK when dialog box appears.
- ◆ [note – this only deletes student from this attendance date record. All other student info and absences remain intact]



Go to **Administrative Reports** (at Button C on Main Menu) to run reports on absences and tardies.
Note: Before running reports, be sure to edit the periods table (at Button E – edit School Information on Main Menu) for the correct times periods/dates for your school.